

U.S. Department of Labor

Office of Job Corps
The Curtis Center, Suite 815 East
170 S. Independence Mall West
Philadelphia, PA 19106-3315
(215) 861-5500 Fax: (215) 861-5520



Reply to the Attention of: **II VDM**

September 24, 2007

REGIONAL BULLETIN - JOB CORPS NO. 08-01

**TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION
CENTER DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II CENTER OPERATORS
MCNEELY, PIGOTT & FOX**

**SUBJECT: REGION 2 BEHAVIOR MANAGEMENT CONFERENCE
FALL 2007**

1. Purpose: To announce the location and registration procedures for the Behavior Management Conference to be held November 27-29, 2007.

2. Action: **Each attendee must register with Philadelphia Regional Office (Attn: Vernelle D. Morant) no later than Monday, October 29, 2007.**

A non-refundable registration fee of \$85.00 is required for all attendees. Please make checks payable to the **JOB CORPS CONFERENCE**. Mail the registration form (attached) and the registration fee to the attention of Vernelle D. Morant at the Regional Office. For more information, you may contact Ms. Morant at (215) 861-5511 or morant.vernelle@dol.gov.

3. Attendees: Conference attendees include DOL Region II staff and Center Standards Officer (CSO/SPO) and/or Assistant Center Standards Officer. Only one corporate representative for each agency may attend. If you are unsure who should attend, please contact your project manager. Dress is casual.

4. Location:

The location of the conference will be:

Doubletree Hotel
Broad Street at Locust
Philadelphia, PA 19107
215-893-1600

A block of rooms have been reserved for the nights of November 27-28, 2007. The room rate is \$149.00 for single occupancy. All rates are subject to 14% state and occupancy taxes.

A rooming list will be provided to the Hotel. Conference registration must be received at the Regional Office no later than Monday, October 29, 2007.

Meals and hotel accommodations are the responsibility of each attendee. Center operators/partners are to use funds for staff travel already provided in their operating budgets. In all cases, reimbursements will not exceed the limits set forth in the Federal Travel regulations.

5. Agenda:

The conference will begin at 12 noon on Tuesday, November 27 at the hotel conference room and conclude at 12:30 noon on Thursday, November 29, 2007. Travel arrangements should be made accordingly. Lunch will be available on Tuesday, November 27 at 12 noon during registration.

A full agenda will be forwarded at a later date.

6. Inquiries:

Any questions regarding this bulletin or conference should be addressed to Vernelle D. Morant at (215) 861-5511 or to your designated Government Authorized Representative.

LYNN A. INTREPIDI
Regional Director
Office of Job Corps

Attachment

**REGISTRATION FORM
BEHAVIOR MANAGEMENT CONFERENCE**

Doubletree Hotel
Broad Street at Locust
PHILADELPHIA, PA 19107
DUE – October 29, 2007 (no exceptions)

NAME				
TITLE				
ORGANIZATION				
ADDRESS				
E-MAIL				
PHONE NUMBER				
RECEIPT NEEDED		YES		NO
SPECIAL ACCOMODATIONS NEEDED:				
ROOMS NEEDED: CHECK-IN: _____ CHECK-OUT: _____				
Date Date				
SMOKING _____ NON-SMOKING _____				

Conference Fee: **\$85.00**

Make checks payable to Job Corps Conference - No refunds

Mail registration form and fee to:

ATTN: Vernelle D. Morant
United States Department of Labor
OSEC/Office of Job Corps
170 So. Independence Mall West
Suite 815 East
Philadelphia, PA 19106-3315

Registration forms may also be faxed to Ms. Vernelle D. Morant at (215) 861-5520

Visit our website at www.jobcorpsregion2.com